



Department of ADMINISTRATIVE SERVICES Job Postings



DEPARTMENT OF PUBLIC HEALTH POSTING OF VACANCY

Laboratory Assistant 1

LABORATORY – Administrative & Scientific Support Services

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

POSITION CONTROL NUMBER: 117101DL, 117102DL **NOTE:** THESE NUMBERS MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 395 West Street, Rocky Hill

SHIFT/HOURS: 1st Shift/35 hours/week

SALARY GROUP/RANGE: HN 11/\$34,013*-\$44,848 (*NEW State Employees)

POSTING DATE: September 29, 2017

CLOSING DATE: October 13, 2017*

PLEASE NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.

Preferred Skills:

- Experience practicing Universal Laboratory Precautions, utilizing Personal Protective Equipment and processing specimens in a Biological Safety Cabinet with special emphasis on handling potentially infectious specimens.
- Experience working with laboratory information management systems and Windows-based software programs as they relate to data entry and accessioning of laboratory samples in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- Experience with the sterilization process to include: preparation of scientific media, handling infectious materials, use of autoclave equipment, commercial glass washers and drying ovens.
- Experience with the printing and processing of laboratory reports operating sophisticated report processing equipment and postage meters.
- Experience utilizing effective communication skills for professional interaction with laboratory clients involving the preparation and distribution of sample collection kits and routine customer collaboration.

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skill and Ability: Some knowledge of laboratory equipment, procedures, techniques and terminology; some knowledge of medical terminology; interpersonal skills; ability to carry out written and oral instructions; ability to apply policies and procedures; some typing ability; ability to carry out simple calculations and keep simple technical records; manual dexterity.

EXPERIENCE AND TRAINING:

General Experience: One (1) year of experience in a laboratory or medical setting.

Substitution Allowed: Graduation from high school with courses in mathematics and science may be substituted for the General Experience.

PHYSICAL REQUIREMENT: Incumbents in this class must be willing to undergo periodic tests or immunizations for communicable diseases as necessary.

Working Conditions:

Incumbents in this class may occasionally be required to lift standard laboratory equipment and supplies, may be exposed to some risk of injury from such elements as toxic vapors or broken glass and may be exposed to disagreeable conditions including communicable infectious diseases.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Employment ([CT-HR-12](#)), INCLUSION OF A RESUME IS OPTIONAL. THE ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

FAX: 860-730-8386

EMAIL: dph.recruitment@ct.gov

If mail is necessary, please send to:

Department of Public Health

410 Capitol Avenue, MS #13PER

PO Box 340308

Hartford, CT 06134-0308

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination.

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE HUMAN RESOURCES OFFICE AT 860-509-7177.